

# Memorandum

DATE: August 21, 1998

REPLY TO  
ATTN OF: Office of NEPA Policy and Assistance:Osborne:202-586-4596

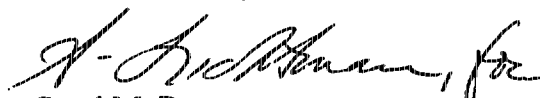
SUBJECT: Revision of "A Brief Guide: Department of Energy-wide Contracts for National Environmental Policy Act (NEPA) Documentation"

TO: NEPA Compliance Officers (list attached)

I am pleased to provide for your information and use a revision (Attachment 1) of "A Brief Guide: Department of Energy-wide Contracts for NEPA Documentation," first issued on September 30, 1997, by the Deputy Assistant Secretary for Procurement and Assistance Management and the Deputy Assistant Secretary for Environment (original distribution memorandum is Attachment 2). This revision incorporates new contractor information.

In June 1997, DOE awarded three DOE-wide NEPA contracts for DOE-wide NEPA document preparation services to teams headed by Halliburton NUS Corporation, Science Applications International Corporation, and TetraTech, Incorporated. Since then, TetraTech, Inc. acquired Halliburton NUS, and DOE subsequently awarded a new contract to Battelle Memorial Institute. The revised Brief Guide reflects these new circumstances. I hope you will continue to use these Department-wide contracts to issue task orders quickly for preparation of an environmental impact statement, environmental assessment, environmental report, or sections of these documents.

The revised guidance is available on the DOE NEPA Web site at <http://tis.eh.doe.gov/nepa>. If you have any questions, please contact Carolyn Osborne of my office at (202) 586-4596.

  
Carol M. Borgstrom  
Director  
Office of NEPA Policy and Assistance

Attachment

**A Brief Guide:  
Department of Energy-wide Contracts  
for National Environmental Policy Act (NEPA) Documentation**

issued by:  
Office of Environment and  
Office of Procurement and Assistance Management  
with the assistance of  
Albuquerque Operations Office

September 1997  
Revised August 1998

**WHAT**

- Three contractors hold Department of Energy (DOE)-wide indefinite delivery/indefinite quantity (task order) NEPA contracts for the preparation of NEPA documents (environmental impact statements, environmental assessments, environmental reports, or portions thereof).
- The contractors are Battelle Memorial Institute, Science Applications International Corporation, and Tetra Tech, Inc.
- Copies of the contracts may be obtained from DOE Procurement Directors, the Contracting Officer (information below under "Who"), and NEPA Compliance Officers.

**WHERE**

- Any DOE Program or Field Office (including the Federal Energy Regulatory Commission) with responsibilities for NEPA document preparation (or their management and operating contractors) may use these contracts.
- The Albuquerque Operations Office issued the contracts and is responsible for overall contract administration. Each Program or Field Office is responsible for awarding, administering, and funding its own tasks.

## WHO

- Any Contracting Officer may issue task orders. Any management and operating contractor's procurement official (when approved by the Contracting Officer administering these contracts) also may issue task orders. Under these DOE-wide NEPA contracts, those who can issue task orders are referred to as "Ordering Contracting Officers."
- Once a DOE NEPA Document Manager has defined the work required, the NEPA Document Manager and local Ordering Contracting Officer work together to establish the task order strategy and define contractor selection criteria, evaluate task proposals and select the winning contractor, fund and administer the work, and evaluate contractor performance.
- A DOE NEPA Document Manager may provide technical direction for a task order directly to the contractor by being designated as the Ordering Contracting Officer's Representative.
- Contractor Program Managers prepare task proposals and manage task performance. They are:

### Battelle Memorial Institute

Lucinda Low Swartz

202-646-7802, fax 202-646-5233, [swartzl@battelle.org](mailto:swartzl@battelle.org)

### Science Applications International Corporation

Nicholas S. Dienes

505-842-7841, fax 842-7878, [nicholas.s.dienes@cpmx.saic.com](mailto:nicholas.s.dienes@cpmx.saic.com)

### Tetra Tech, Inc.

Thomas E. Magette, P.E.

703-931-9301, fax 703-931-9222, [magette@ttalex.com](mailto:magette@ttalex.com)

- See "How" below, for further description of responsibilities, and see flowchart (on page 6) on "DOE-wide NEPA Task Order Process."
- The Contracting Officer with responsibility for overall administration of these contracts at Albuquerque Operations Office is Dawn Knepper (505-845-6215, fax 505-845-5181, e-mail: [dknepper@doeal.gov](mailto:dknepper@doeal.gov)).

## WHEN

- Task orders can be issued within two to four weeks, depending on the complexity of the task.
- The contract effective period is 6/18/97 to 6/17/00, with two additional one-year options through 6/17/02. Task orders issued during the contract effective period may require performance for one year beyond the contract effective period (to 6/17/03).

## WHY

- **Tools for a faster, cheaper NEPA process:**
  - These DOE-wide contracts are a key part of Strategic Alignment Initiative 29 to achieve \$26 million in NEPA cost savings over five years.
  - NEPA contract reform techniques, such as use of phased, performance-based statements of work for document preparation, an active role for the DOE NEPA document manager, and contractor performance evaluation, are included in the contracts.\*
  - The contracts provide great flexibility in task order strategies to minimize cost and time for document preparation while maintaining or improving document quality.
- **Timely start of work:**
  - Contracts have been established in advance of the need for individual NEPA documents. Therefore, Offices may issue task orders
    - without a Justification for Other than Full and Open Competition
    - without a synopsis in the Commerce Business Daily
    - without the orders being subject to protest.
  - Offices need provide only a “fair opportunity,” as described in the contracts, when issuing task orders. Full and open competition is not required.

---

\* NEPA Contracting Reform Guidance issued by the Assistant Secretary for Environment, Safety and Health in December 1996 provides advice on effective contract management techniques and contractor performance evaluation to help achieve the full potential benefits of the contracts. The Guidance is on the DOE NEPA Web Site (<http://tis.eh.doe.gov/nepa/>), and copies are available from the Office of NEPA Policy and Assistance (telephone: 202-586-4600; fax: 202-586-7031; e-mail: [nepa.contracting@spok.eh.doe.gov](mailto:nepa.contracting@spok.eh.doe.gov)).

- **Cost savings:**

- Offices may issue task orders on a firm-fixed price, cost-plus-fixed-fee, or cost-plus-incentive-fee basis, depending on how specifically the scope of work may be described in advance. Offices can use these options to maximize incentives for contractors to work efficiently.
- Teams of highly qualified NEPA contractors are available to Offices whose individual NEPA workload would not otherwise justify multiple contracts and which could not otherwise take advantage of contractor competition to minimize cost.

- **Performance incentives:**

- Continued competition for task orders among the three contractors will maintain competitive pressure to provide the best performance and price throughout the contract period.
- Contractor performance will be evaluated at the completion of each task, and Offices may award tasks based entirely or in part on contractor performance on previous tasks.

## HOW

The process for issuing and administering task orders is simple; see flowchart on page 6.

1. **Define Work.** (NEPA Document Manager/Ordering Contracting Officer's Representative)

The NEPA Document Manager may use his or her own methods for preparing a task order statement of work (SOW) to fit the NEPA document being prepared, or either modify the SOW in the DOE-wide NEPA contracts or use the SOW template available on the Albuquerque Operations Office homepage (<http://www.doeal.gov/cpd/default.htm>).

2. **Establish Task Order Strategy.** (NEPA Document Manager/Ordering Contracting Officer's Representative and Ordering Contracting Officer)

To prepare an effective task order strategy, the NEPA Document Manager and Ordering Contracting Officer should determine if the preparation of any one NEPA document is best issued as a single task or several tasks. Contractor selection criteria should reflect the critical success factors for the NEPA document. The team determines whether and how to compete the task order(s) and sets pricing methods (which may vary among task orders for any one NEPA document). The contracts provide flexibility to design work flow and other task parameters to suit Program or Field Office needs and budget.

Tasks should be competed using contractors' task proposals based on technical, cost, or other evaluation criteria. See contract clause H.10. Tasks can be competed based on past performance alone without requesting task proposals from the three contractors. (Past performance data are available from the Contracting Officer.) In certain cases, task orders may be issued on a non-competitive basis.

### **3. Prepare Task Order. (Ordering Contracting Officer)**

The Ordering Contracting Officer fills out the simple two-page form for task orders provided in the contracts, or uses his or her own task ordering form. Among other items, the form should specify the due date for task proposals, document preparation milestones, pricing, and selection factors. The information the contractor's proposal should include, such as cost, is specified in contract clause H.9, but additional information may be requested. Based on the task order strategy developed for the NEPA document, the Ordering Contracting Officer provides the form, the SOW, and any special requirements (such as site-specific security, safety, or access procedures, use of government furnished materials, or subcontracting targets) to one or all three contractors.

### **4. Prepare Task Proposals. (Contractor(s))**

### **5. Evaluate Task Proposals. (NEPA Document Manager/Ordering Contracting Officer's Representative and Ordering Contracting Officer)**

The NEPA Document Manager and Ordering Contracting Officer evaluate competitive proposals based on the established selection criteria, and may talk about task proposals with contractors as necessary. When only one proposal is requested, only one need be evaluated for acceptability.

### **6. Issue Task Order. (Ordering Contracting Officer)**

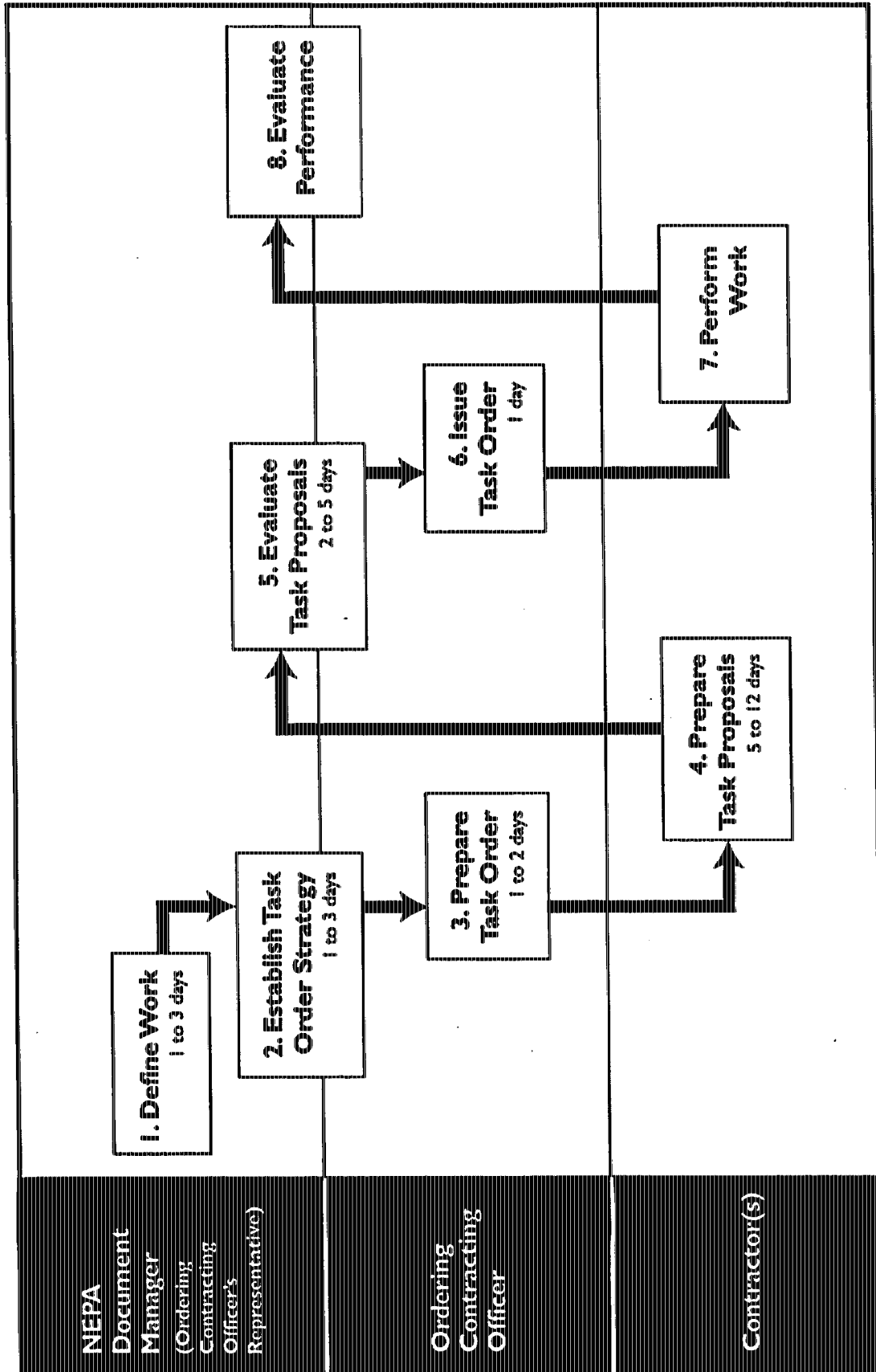
When the Ordering Contracting Officer issues the task order, he or she is obligating funds and authorizing work to begin. The Ordering Contracting Officer may consult with the Contracting Officer for tips on completing the Individual Procurement Action Report form.

### **7. Perform Work. (Contractor)**

### **8. Evaluate Performance. (NEPA Document Manager/Ordering Contracting Officer's Representative and Ordering Contracting Officer)**

The NEPA Document Manager and Ordering Contracting Officer should track performance by using the checklists attached to the SOW or other methods. At the end of task performance, the NEPA Document Manager and Ordering Contracting Officer should evaluate contractor performance using procedures and forms compatible with procurement performance evaluation requirements (provided in the contracts and in DOE's NEPA Contracting Reform Guidance, referred to in footnote, page 3).

## DOE-wide NEPA Task Order Process



United States Government

Department of Energy

# memorandum

DATE: September 30, 1997

REPLY TO: Office of NEPA Policy and Assistance:Osborne:202-586-4596  
ATTN OF:

SUBJECT: A Brief Guide: Department of Energy-wide Contracts for National Environmental Policy Act (NEPA) Documentation

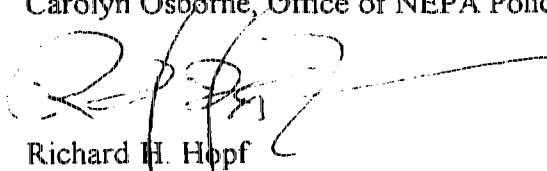
TO: Secretarial Officers and Heads of Field Organizations


The Department of Energy has taken a major step forward in contract reform by awarding three contracts to provide NEPA document preparation services Department-wide. The contracts enable your Office to issue task orders quickly for preparation of an environmental impact statement, environmental assessment, environmental report, or sections of these documents.

To assist your staff in using these contracts, we are providing the attached "A Brief Guide: Department of Energy-wide Contracts for National Environmental Policy Act Documentation." This Guide was developed in large part by the Contracting Officer responsible for overall administration of the contracts at the Albuquerque Operations Office and is based on a workshop given to many of your NEPA Compliance Officers and other cognizant staff in June 1997. With these contracts, your local Contracting Officer can issue competitive task orders easily with minimum lead time, and your NEPA Document Managers can define and manage work very flexibly. Each Office is responsible for awarding, administering and funding its own tasks.

As a key part of Strategic Alignment Initiative 29, whose goal is to achieve \$26 million in NEPA cost savings over five years, these contracts provide opportunities for making the Department NEPA program work better and cost less. Tasks already assigned under these contracts include preparation of the Sandia National Laboratories New Mexico Site-wide Environmental Impact Statement and a public comment database for the Los Alamos National Laboratory Site-wide Environmental Impact Statement.

We encourage you to take advantage to these cost and time-saving tools. Please direct any questions on these Department-wide NEPA contracts to the Contracting Officer, Dawn Knepper, Albuquerque Operations Office (505-845-6215), Tom Brown, Office of Clearance and Support (HR-52, 202-586-9075), or Carolyn Osborne, Office of NEPA Policy and Assistance (EH-42, 202-586-4596).

  
Richard H. Hopf  
Deputy Assistant Secretary for  
Procurement and Assistance Management

  
Raymond P. Berube  
Deputy Assistant Secretary for  
Environment

Attachment

